

# *U.S. NUCLEAR REGULATORY COMMISSION*

## ***DIRECTIVE TRANSMITTAL***

TN: DT-93-04

**To:** System Custodians

**Subject:** Transmittal of Management Directive 2.3, "Telecommunications"

**Purpose:** Directive and Handbook 2.3 replace Manual Chapter 0270. The conversion of MC 0270 to Management Directive 2.3 was fostered primarily by new technologies, the advent of FTS-2000 and the Washington Inter-Agency Telecommunications System (WITS), and new Federal Information Resources Management Regulation (FIRMR) changes, updates, and requirements.

**Office and Division of Origin:** Information Resources Management  
Division of Computer and Telecommunications Services

**Contact:** Benjamin W. Randall, 492-7721

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# ***Telecommunications***

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## ***Directive*** (Formerly MC 0270) **2.3**

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# U. S. Nuclear Regulatory Commission

Volume: 2 Computer Operations and  
Telecommunications Programs

IRM

## Telecommunications Directive 2.3

### Policy (2.3-01)

It is the policy of the U.S. Nuclear Regulatory Commission (NRC) to establish telecommunications policies and procedures applicable to all facilities, services, and equipment primarily associated with the transfer of information contained in this directive and handbook. The facilities, services, and equipment covered by this directive and handbook include those systems for telephone, radio, facsimile, teleconferencing, video, and data communications, whether owned, leased, or acquired as services under prescribed tariff arrangements or through interagency agreement and commercial non-tariff sources.

### Objectives (2.3-02)

- To provide adequate, effective, efficient, and economical telecommunications facilities and services, with the required degree of reliability, speed, and security, to support all NRC headquarters, NRC regional offices, and NRC programs on a timely basis. (021)
- To provide adequate and reliable telecommunications capabilities for support of NRC emergency, incident, and contingency missions. (022)
- To ensure adherence to applicable standards and codes in the design, installation, operation, and administration of NRC telecommunications systems. (023)
- To ensure adherence to Federal policies, procedures, and practices governing telecommunications activities. (024)

## **Organizational Responsibilities and Delegations of Authority** (2.3-03)

### **The Executive Director for Operations (EDO)** (031)

- Authorizes the use of monitoring and recording equipment within the Federal policies stated in the Federal Information Resources Management Regulations (FIRMR Chapter 201) considered essential to the effective operation of NRC in its mission to protect the public safety. (a)
- Authorizes, directly or by designee, exceptions to or deviations from this directive within the limitations of authority set by law and Federal regulation. (b)

### **Office of the Inspector General (OIG)** (032)

Conducts investigations relating to all NRC programs and operations, including the unofficial use of telecommunications services as prescribed by FIRMR 201-21.601(c)(1).

### **The Director, Office of Information Resources Management (IRM)** (033)

- Develops policy and procedures for management of all NRC telecommunications. (a)
- Recommends to the EDO the disposition of each request for use of monitoring or recording equipment and for exceptions to or deviations from this directive. (b)
- Implements telecommunications procedures for national security and emergency preparedness in the event of a national crisis. (c)

### **The Director, Division of Computer and Telecommunications Services (DCTS), IRM** (034)

Directs the provision of telecommunications services and facilities.

**The Director, Division of Security (SEC),  
Office of Administration (ADM)**  
(035)

- Approves various cryptographic systems selected by the Telecommunications Branch for use by NRC offices, contractors, and licensees. (a)
- Authorizes the agency's COMSEC Central Office of Record to release classified COMSEC information and material, including release of cryptographic material to NRC offices, contractors, and licensees. Reports these releases to the Director, National Security Agency. (b)
- Reports losses and compromises of COMSEC information to the Director, National Security Agency. (c)
- Has overall responsibility for managing and operating the Secure Communications Center and obtains technical assistance from the Chief, Telecommunications Branch, DCTS. (d)

**The Director, Division of Accounting and  
Finance (DAF), Office of the Controller (OC)**  
(036)

Develops and maintains procedures for collecting payment for or rebilling of communication costs incurred for personal use of Government communication facilities, equipment, or services.

**Office Directors**  
(037)

- Determine functional requirements for telecommunications services, facilities, studies, or technical support and submit them to the Chief, Telecommunications Branch, DCTS, in accordance with this directive. (a)
- Establish interoffice control procedures as required to ensure the economical and efficient use of telecommunications facilities and services in the conduct of their operations. (b)
- Review and validate records of long distance calls provided by the Telecommunications Branch and initiate administrative action to collect for unofficial calls. (c)
- Appoint certifying officers (CO) for long distance telephone calls placed from or charged to telephone numbers within their areas of

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**Office Directors**  
(037) (continued)

responsibility and notify the Telecommunications Branch of these appointments. (d)

- Appoint an Office Telecommunications Control Officer (TCO) and alternate by submitting a completed NRC Form 510, "Signature Card." The TCO or alternate will act as the only person authorized to approve requirements submitted on NRC Form 238, "Request for Telecommunication Services," and will notify the Telecommunications Branch of these appointments. No other signatures will be honored unless the Telecommunications Branch is formally notified of a change by memorandum. Each signature card will be signed exclusively by the office or division director and contain the name, effective date, office, and signature of primary or alternate TCOs. Office or division directors shall periodically review signature cards for verification and make necessary updates as required. (e)
- Submit reports as required by this directive. (f)

**Regional Administrators**  
(038)

- Determine functional requirements for telecommunications service, facilities, studies, or technical support and obtain technical support and advice from the Telecommunications Branch in accordance with this directive. (a)
- Establish interoffice control procedures as required to ensure the economical and efficient use of telecommunications facilities and services in the conduct of their operations. (b)
- Review and validate records of long distance calls and initiate administrative action to collect for unofficial calls. (c)
- Appoint regional COs for long distance telephone calls placed from or charged to telephone numbers within their areas of responsibility. (d)
- Establish regional procedures to manage and control the use and acquisition of telecommunications services. Regional administrators are not required to designate a TCO but must establish local procedures which should include but may not be limited to those listed above. This directive can be used as a guide to develop local procedures. (e)

## **Applicability**

(2.3-04)

## **Employees**

(041)

This directive and handbook apply to and must be followed by all NRC headquarters and regional office employees, and NRC contractors and subcontractors.

## **Handbook**

(2.3-05)

Detailed procedures and guidelines for requesting NRC telecommunications systems, facilities, and services are contained in Handbook 2.3.

## **References**

(2.3-06)

1. The Communications Act of 1934, as amended (47 U.S.C. 390).
2. Federal Information Resources Management Regulations and related FIRMR Bulletins.
3. The National Telecommunications and Information Administration "Manual of Regulations and Procedures for Federal Radio Frequency Management."
4. Title VII, Chapter 5, "Standardized Fiscal Procedures," General Accounting Office Regulations.
5. Office of Management and Budget (OMB) Circular A-11, "Preparation and Submission of Budget Estimates," Section 24 and Exhibit 43.
6. OMB Circular A-130, "Management of Federal Information Resources" (formerly A-71).
7. OMB Circular A-76, "Policies for Acquiring Commercial or Industrial Products and Services for Government Use."
8. OMB Circular A-109, "Major System Acquisitions."
9. NRC Management Directive 11.5, "NRC Instructions for Implementing OMB Circular A-76 'Performance of Commercial Activities'" (formerly MC Bulletin 5105-4).



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**References**

(2.3-06) (continued)

10. Current circulars issued by the Office of Telecommunications Policy, until the time these circulars are superseded by comparable directives of the National Telecommunications and Information Administration, the Office of Management and Budget, or other competent authority succeeding to the responsibilities and authority previously delegated to the Office of Telecommunications Policy.
11. Relevant National Communications System plans, policies, and directives.
12. National Security Agency directives that control COMSEC operations, maintenance, accountability, and standards.
13. Federal Information Processing Standards published by the National Institute of Standards and Technology that serve as guides for the acquisition and operation of information processing equipment, services, and systems.
14. Federal Telecommunications Standards published by the National Communications System.
15. Federal Emergency Plan "D" that establishes procedures to be followed in a national wartime emergency.
16. The Federal Radiological Emergency Response Plan for Peacetime Nuclear Emergencies.
17. The National Plan for Communications Support in Emergencies and Major Disasters.
18. NRC Management Directive 8.2, "NRC Incident Response Plan" (formerly MC 0502).
19. NRC Management Directive 12.1, "NRC Facility Security Program" (formerly MC 2101).
20. NRC Management Directive 12.2, "NRC Classified Information Security Program" (formerly MC 2101).
21. NRC Management Directive 12.4, "NRC Telecommunications Systems Security Program" (formerly MC 2301).
22. The Privacy Act of 1974, as amended (5 U.S.C. 552a).
23. NRC Management Directive 3.2, "Privacy Act" (formerly MC 0204).

# ***Telecommunications***

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## ***Handbook***

*(Formerly  
Appendix 0270)* **2.3**

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## Part I

### General

#### The Five-Year Telecommunications Plan (A)

The Five-Year Telecommunications Plan is the basic planning document of the NRC Telecommunications Program. It provides a broad, integrated summary of NRC's telecommunications objectives and planned communications capabilities. The plan, along with annexes addressing special-purpose systems or services, states telecommunications systems needs and concepts for satisfying those needs. The analyses of all NRC's telecommunications requirements will be accomplished as prescribed in FIRMR 201-20.1. This plan will be updated in February of each year, before the budget request for the Telecommunications Branch is submitted.

#### The Telecommunications Budget (B)

The telecommunications budget is prepared in two formats: (1)

- As part of the Office of Information and Resources Management (IRM) Administrative Support Decision Package covering all telecommunications support for the NRC headquarters. (a)
- As a separate exhibit in the agency budget submission that covers all telecommunications equipment, facilities, and services as defined by the Office of Management and Budget (OMB) for all of NRC, including regional offices, without regard to the particular source of funds within the budget. (b)

The Telecommunications Branch will assist in the review of all NRC telecommunications budget requests. (2)

#### Routine Telecommunications Requirements (C)

Routine telecommunications requirements are those requests that have been previously established and that can be processed within normal purchasing channels and time constraints.

## **Routine Telecommunications Requirements (C) (continued)**

Routine headquarters telecommunications requirements must be forwarded to the Telecommunications Branch on NRC Form 238, "Request for Telecommunication Services" (Exhibit 1). (1)

Regional requests for telecommunications services should be submitted to the Division of Resource Management and Administration for processing under local procedures. Requests requiring headquarters approval will be submitted as required under this directive. (2)

When preparing NRC Form 238, special emphasis should be placed on providing a precise description of the telecommunications services desired, including items such as—(3)

- What is to be accomplished (a)
- When service is required (b)
- Where service is to be located, including room numbers (c)
- Type of service required (d)
- Other related information that would facilitate timely acquisition (e)

The Telecommunications Branch will assist offices in determining the resource requirements for telecommunications support and will assist in preparing the NRC Form 238, as requested. Additionally, each request must be fully justified on the basis of the mission, goals, and objectives of the NRC. (4)

The Telecommunications Branch will—(5)

- Review each request for technical alternatives and determine whether the requirement can be satisfied within budget limitations (a)
- Approve or disapprove the request (b)
- Determine the preferred method to satisfy the requirements of approved requests (c)
- Respond to the originator regarding disposition of the request (d)



## **Routine Telecommunications Requirements (C) (continued)**

The normal completion times for each type of requirement are stated in the part of this handbook that describes that type of service. (6)

## **Requirements for Telecommunications Support of Special Programs and Projects (D)**

Special programs and projects involve unplanned and large new requirements such as those for computer network interface emergencies, handicap-related activities, safety-related activities, and similar activities necessary to NRC's mission.

All costs associated with any project or program requiring approval must be fully identified in the proposal requests. (1)

The Telecommunications Branch will assist offices in determining the resource requirements for telecommunications support and will assist in preparing NRC Form 238. (2)

## **Methods of Satisfying Telecommunications Requirements (E)**

The Telecommunications Branch will determine the appropriate method of satisfying telecommunications requirements by conducting analyses of requirements and alternatives as prescribed by FIRMR 201-20.102 and 201-20.202, OMB Circular A-76, and related Federal policies. A Delegation of Procurement Authority (DPA) must be obtained from the General Services Administration (GSA) for telecommunications requirements that exceed \$2,500,000 over the life of the contract, including options, or \$250,000 for a specific make and model or for sole-source requirements, as prescribed by FIRMR 201-20.305.1(a)(1). In general, acquisition methods are to be considered in the following order:

- **Use of Existing NRC Assets (1)**

Existing assets are used by withdrawing assets from storage inventory or from low-priority usage and reallocating them to higher priority requirements. (a)

## **Methods of Satisfying Telecommunications Requirements (E) (continued)**

- **Use of Existing NRC Assets (1) (continued)**

Whenever telecommunications equipment and/or services are required in support of a contracting effort, the NRC project officer and/or program office shall ensure that the contract provisions include a requirement for NRC-provided telecommunications support before submitting the NRC Form 238. (b)

- **Use of Mandatory Government-Provided Services (2)**

Federal agencies are required to use, if feasible, mandatory Government-provided services, which include the Federal Telecommunications System (FTS) 2000, GSA Consolidated Local Services, and the Washington Interagency Telecommunications System (WITS) under authority of GSA-negotiated contracts as prescribed by FIRMR 201.24.

- **Interagency Support Agreements (3)**

Federal telecommunications policies, mutual interests, and cost considerations dictate that, where feasible and satisfactory to NRC and other Federal agencies, NRC will enter into interagency support agreements. These agreements provide for shared use of radio frequencies, special telecommunications systems, and special emergency response facilities, including operations centers, housing, food, contract services, and so forth. When telecommunications requirements can be satisfied through interagency support agreements, the Telecommunications Branch will determine the technical feasibility of these arrangements.

- **Commercial Telecommunications Services (4)**

When telecommunications service requirements cannot be met by existing NRC telecommunications systems, and other Government-provided systems and interagency support are not available, commercial telecommunications services may be considered for use, consistent with the requirements of FIRMR 201-20.305-1(a)(1). Telecommunications equipment or facilities must be leased or purchased in accordance with the comparative cost analysis prescribed by the FIRMR, as appropriate.

## **Engineering, Acquisition, and Installation (F)**

The Telecommunications Branch will provide or acquire engineering services for telecommunication systems, equipment, and facilities for NRC headquarters and provide technical support and advice to the NRC regions and other geographically separated locations on an as-requested basis. (1)

The Telecommunications Branch will prepare and submit NRC Form 34, "Requisition for Supplies, Equipment or Labor Services" (Exhibit 2), as required, or NRC Form 400, "Request for Procurement Action" (Exhibit 3), as required, for the acquisition of NRC headquarters telecommunication systems, equipment, services, and facilities. (2)

Because of the requirement to coordinate radio frequency use with the National Telecommunications and Information Administration (NTIA), communications-electronic equipment requiring emission of radio frequencies must not be installed, or if in existence, must not be modified in NRC headquarters or regional buildings, vehicles, or other facilities without the prior written approval of the Chief, Telecommunications Branch. (3)

The Telecommunications Branch will arrange for the installation of all telecommunications equipment to be used by NRC headquarters personnel. (4)

Telecommunications installations or changes at NRC headquarters, other than those called for in requisitions or in procurement documentation prepared by the Telecommunications Branch, must not be made without prior approval of the Chief, Telecommunications Branch. Installation of, or changes to, systems requiring FTS 2000 off-premise exchange (OPX), 800 service, and so forth, and nationwide systems, such as emergency systems, must be approved by the Telecommunications Branch. Regional requirements for these services must be approved by the Telecommunications Branch. (5)

The engineering, acquisition, or installation of telecommunications systems, equipment, services, or facilities, as part of non-telecommunications contracts or work orders, must be coordinated with and approved by the Chief, Telecommunications Branch, before initiation of the contract. An exemption is granted for the NRC Operations Center during emergency situations to use a task order agreement, if necessary, to fulfill emergency needs. (6)

## **Engineering, Acquisition, and Installation (F) (continued)**

The Telecommunications Branch will assist regional offices in the engineering, acquisition, and installation of telecommunications systems, equipment, services, and facilities, upon request. If a regional office requirement needs headquarters approval, that request will be submitted as required under this directive. (7)

The connection of private and non-Government-owned ancillary telecommunications devices to Government-furnished voice/data/video networks is prohibited. Private and non-Government devices for the handicapped must be approved by the Telecommunications Branch before installation and use. Unauthorized alterations of existing or procured telecommunications equipment is prohibited. (8)

## **Acquisition of Technical Support Services (G)**

The Telecommunications Branch will be responsible for the acquisition of all telecommunications-related technical support services. Included in the technical support services are maintenance services, systems engineering, technical studies, and preparation of technical specifications. (1)

Technical support services will be acquired from other Federal agencies, such as the General Services Administration, the Department of Energy's National Engineering Laboratories, and so forth, or from commercial sources on an as-needed basis. (2)

## **Telecommunications Operations (H)**

At headquarters, the Telecommunications Branch will be the sole entity to maintain, move, install, and remove telecommunications equipment and facilities. (1)

Regional office employees and any other employees of NRC not assigned to headquarters shall, where applicable, operate telecommunications facilities according to policies and procedures contained in this directive; Management Directive (MD) 12.1, "NRC Facility Security Program," MD 12.2, "NRC Classified Information Security Program," MD 12.3, "NRC Personnel Security Program" (formerly MC 2101); and MD 12.4, "NRC Telecommunications Systems Security Program" (formerly MC and Appendix 2301). (2)

## **Telecommunications Operations (H) (continued)**

Specific operational considerations dealing with the various types of telecommunications services and facilities are presented in Parts III through VI of this handbook. (3)

## **Maintenance of Telecommunications Equipment Networks (I)**

All maintenance involving telecommunications networks or headquarters equipment must be coordinated through the Telecommunications Branch. Routine maintenance requests should be made by submitting NRC Form 238 (Exhibit 1). Requests for emergency repair service may be made in person in the Telecommunications Branch office, (P-612), or by calling the Telecom Hotline, 492-4666. These requests should be followed up by an NRC Form 238. Maintenance services not coordinated in this way could result in an unauthorized procurement that may require the requester to pay the applicable vendor invoice from personal funds.

## **Moves, Terminations, Replacements, and Removals (J)**

When equipment or services no longer satisfy a valid requirement, or when upgrading, replacing, terminating, or removing equipment is necessary, the user must submit an NRC Form 238 (Exhibit 1) to the Telecommunications Branch. In the case of cryptographic equipment, the COMSEC Custodian must be notified.

## **Damage or Loss of Telecommunications Equipment (K)**

Malicious damage, loss, and theft of telecommunications equipment must be immediately reported in writing to the Division of Security, ADM; the Property, Procurement, and Grants Branch, Division of Contracts and Property Management (DCPM), ADM; and the Telecommunications Branch by submitting NRC Form 135, "Security Incident Report" (Exhibit 4). Additionally, an NRC Form 395, "Report of Property for Survey" (Exhibit 5), must be completed and submitted to the Property, Procurement, and Grants Branch, which will forward a copy to the Telecommunications Branch. (1)

In the case of cryptographic equipment, the COMSEC Custodian must be notified immediately in addition to the above notifications. (2)

## **Transfer or Turn-In of Telecommunications Equipment (L)**

In the event an employee leaves the NRC or an employee no longer requires the telecommunications equipment and property (i.e., credit cards, pagers, and so forth) in his or her possession, a completed NRC Form 119, "Custodial Receipt for Sensitive Personal Property" (Exhibit 6), must be forwarded to the Telecommunications Branch. A completed NRC Form 119 is also required to transfer equipment. The regional offices are required to submit a completed NRC Form 119 to the Telecommunications Branch on the receipt and transfer of telephone calling cards. (1)

To turn in the equipment, a completed NRC Form 34 (Exhibit 2) must be forwarded to the DCPM, ADM. (2)

Employees holding cryptographic equipment, keying material, or keys, must relinquish these items before leaving the NRC. (3)

## **Use of Government Equipment at Non-Government Locations and the Removal of Government Equipment From Government Property (M)**

Division directors shall forward a memorandum to the Telecommunications Branch approving or certifying the use of Government equipment at non-Government locations "as advantageous to the Government." These non-Government locations include, but are not limited to, a home, a personally owned vehicle, a boat, and so forth. (1)

A signed copy of NRC Form 119 (Exhibit 6) and a property pass are required for removal of telecommunications equipment from NRC buildings. (2)

## **Delegation of Authority (N)**

In addition to those delegations listed in the directive, the Chief, Telecommunications Branch, shall—(1)

- Plan, develop, establish, and administer policies, standards, and procedures governing NRC conduct of telecommunications activities. (a)
- Plan, engineer, and provide communications systems in support of headquarters operations. (b)

## **Delegation of Authority (N) (continued)**

- Manage the internal NRC telecommunications programs, including developing internal communications requirements, evaluating program status and progress, and supervising available services to ensure their full and efficient use. (c)
- Develop the headquarters telecommunications budget in conjunction with other budgets that deal with telecommunications services or facilities to ensure adequate funds are requested. (d)
- Ensure that Federal standards and regulations concerning telecommunications services are implemented within NRC. (e)
- Provide advice and technical assistance on all phases of the NRC telecommunications program for headquarters and regional offices. (f)
- Represent the NRC before Government, public, and private organizations concerned with telecommunications policies, procedures, regulations, rules, facilities, systems, and operations. (g)
- Develop, coordinate, publish, and promulgate the NRC Five-Year Telecommunications Plan on an annual basis as prescribed by FIRMR 201-18.002 and 003. (h)
- Develop, coordinate, and submit, through prescribed channels, all telecommunications reports required by Federal standards and regulations. (i)
- Assist in the development of NRC secure communications proposals as described in Management Directive 12.4, "NRC Telecommunications Systems Security Program" (formerly Appendix 2301, Part III) and provide technical support for development and operation of secure communications facilities and systems as defined in this directive. (j)
- Validate requests for telecommunications services. (k)
- Evaluate technical requirements, as required, and refer legal issues to the Office of the General Counsel for interpretation. (l)
- Provide NRC office directors and designated certifying officials with information on long distance calls for validating telephone usage. (m)

## **Delegation of Authority (N) (continued)**

- Assign a Division of Computer and Telecommunications Services Security Advisor and recommend a Communications Security (COMSEC) Custodian. (n)
- Recommend the Secure Telephone Unit Version III (STU-III) Command Authority. (o)

The Telecommunications Control Officer (TCO) shall—(2)

- Sign NRC Form 238 approving requests for telecommunications services. (a)
- Ensure that requests for telecommunications services meet Management Directive 2.3 requirements (Exhibit 8). (b)



## **Part II**

# **Telephone Services**

### **Introduction (A)**

This part provides instructions and guidelines for planning and managing telephone services for NRC users.

### **Requests for Telephone Services (B)**

**General.** At NRC headquarters, NRC Form 238, "Request for Telecommunications Services" (Exhibit 1), must be used to request new telephone service or to change existing service. Floor plans must be attached to the NRC Form 238 indicating where each telephone is to be installed, moved, or removed. These floor plans are used in the placement of equipment when an office move is underway. Assistance in preparing the request may be obtained from the Telecommunications Branch. (1)

Each request must be signed by the office director or the designated telecommunications control officer (TCO) (or alternate) for the requesting office and sent to the Telecommunications Branch. The office or division director will provide the Telecommunications Branch with NRC Form 510 signature cards for all primary and alternate TCOs (Exhibit 7). (2)

Regional offices using telephone services provided by the General Services Administration (GSA) must use forms and procedures prescribed by the GSA Regional Office. NRC regional offices that do not use GSA telephone services must use NRC Form 238 (Exhibit 1) or a locally produced form for internal processing of requests for service. In this case, the form will be forwarded to the office responsible for providing the service. Adhere to the following guidelines when requesting telephone services: (3)

- Avoid requesting premium cost services such as speakerphones, intercoms, call directors, automatic dialing equipment, recorders, headsets, or special features such as call waiting, and so forth,

## **Requests for Telephone Services (B) (continued)**

without including specific justification for their operational necessity and the benefits to be derived from their use. (a)

- Submit requests for installation, moves, or changes such as telephone lines, modems, or an auto-dialing network system (ANS) to the Telecommunications Branch at least 1 month in advance of the required completion date to permit preparation of written work orders and efficient scheduling of the work. Normally the move and installation of five or fewer telecommunications connections requires 7 working days. Six to ten connections require 10 working days. A project involving more than 10 connections or special resources requires specific coordination with the Telecommunications Branch and other NRC support groups. Projects involving special installation will take longer. These estimates are based on the time required after an order is received by the Telecommunications Branch and placed with the service bureau or vendor. (b)
- The request should include a reference to any items of equipment that are no longer needed because of the required new service. (c)

## **Planning (C)**

Telephone station equipment is a major element of telecommunications system costs and the most visible aspect of communications. This equipment should meet NRC needs at the lowest overall cost to the Government. Telephone station equipment requirements will be determined through a detailed analysis of the functions and operations of the applicable office. Economy, efficiency, and the ability of the telephone system to support the mission and goals of the organization must be the primary considerations in the selection of telephone equipment and facilities. Guidelines for the issuance of telecommunications equipment are contained in Exhibit 8. (1)

Requirements for telephone station equipment and features must be determined by a study of operational needs and an analysis of all available options. The Telecommunications Branch will complete the study based on the functional needs of the requesting offices. (2)

Criteria to be used in selecting appropriate telephone station equipment involve cost and performance factors and the ability of the equipment to support the mission and goals of the organization. Some additional factors to be considered are—(3)

## **Planning (C) (continued)**

- Impact on clerical workload (a)
- Call volume and calling patterns (b)
- Call screening and distribution requirements (c)
- Operational characteristics of the organization (d)

### **Unrestricted Telephone Line Features and Equipment at Headquarters (4)**

- The Chief, Telecommunications Branch, shall approve unrestricted telephone lines, based on emergency and international calling requirements. Adequate interoffice control procedures must be employed by subscribers to unrestricted telephone lines to avoid abuse (see Section (037) of this directive). Unrestricted telephone lines allow for the use of any and all services provided by this commercial telephone system (unlimited "dial 9" services). (a)
- All auxiliary telephone station equipment and features, such as automatic calling equipment, speakerphones, intercom services, headsets, call diverters, automatic ring lines (hot lines), bell chimes, and music while on hold, must be justified on NRC Form 238, "Request for Telecommunications Services" (Exhibit 1), on the basis of mission, goals, and operational need. (b)

Whenever a special type of installation is planned, the Telecommunications Branch will assist in the determination of the most economical means to satisfy the actual requirements. (5)

## **Telephone System Operations (D)**

This section provides information about the NRC telephone directory, telephone use, and telephone services provided to the NRC.

### **The NRC Telephone Directory (1)**

Headquarters and regional NRC employees shall complete NRC Form 15, "Employee Locator Notification" (Exhibit 9), upon entry on duty at NRC and shall update the information whenever a change occurs. The information is used by NRC management to locate personnel for mail and telephone calls, for notification of the person designated by the employee in the event of an emergency, for updating the NRC Telephone Directory (NUREG/BR-0046), for verification of accuracy and update of the Automated Payroll System file, and for

## **Telephone System Operations (D) (continued)**

### **The NRC Telephone Directory (1) (continued)**

conducting statistical studies. The form is prepared in quadruplicate and distributed as follows: (a)

- **Copy 1: Office of Personnel (i)**
- **Copy 2: Telephone Operations, Telecommunications Branch (ii)**
- **Copy 3: Document Control Center, P1-37 (Central Mail Room), Division of Freedom of Information and Publications Services, ADM. Personal information has been blocked out on copies 2 through 4. (iii).**
- **Copy 4 (Original): Payroll Branch, Division of Accounting and Finance, Office of the Controller. (iv)**
- **Since copies 1 through 3 contain information governed by the Privacy Act of 1974, as amended, envelopes marked "To Be Opened by Addressee Only" should be used for mailing. See Management Directive 3.2, "Privacy Act" (formerly MC 0204), for detailed policy requirements and guidelines regarding NRC compliance with the Privacy Act of 1974, as amended, 5 U.S.C. 552a. (v)**

The Telecommunications Branch prepares the NRC Telephone Directory. The "General Information" section contains current and specific instructions that amplify instructions contained in this handbook. The "Alphabetical" section contains employee listings based upon information submitted by each employee on NRC Form 15 (Exhibit 9). Additional sections contain "Organizational," "Functional," and "Resident Inspector" listings. The information in these specific sections is kept current by the Telecommunications Branch on the basis of information submitted by affected offices and regions. (b)

### **Long Distance Service (2)**

#### **Federal Telephone System (FTS 2000) Network (a)**

- **The NRC Telephone Directory includes information on placing calls over the FTS 2000 network. (i)**
- **If NRC headquarters personnel experience difficulty in completing FTS 2000 calls, they should place the calls through the NRC operator. (ii)**

## **Telephone System Operations (D) (continued)**

### **Long Distance Service (2) (continued)**

When FTS 2000 service is available, commercial long distance calls must not be placed unless all reasonable efforts to complete the call through the FTS 2000 network have failed and the call is of an urgent or emergency nature. Each commercial long distance call shall be logged or noted in such a manner that the call may later be certified as an official business call. Exhibit 10 provides a suggested log format that can be used to record long distance calls. Offices and divisions shall ensure that all employees and official visitors are indoctrinated on calling procedures. Regional offices shall employ a similar methodology for controlling long distance calls. (b)

All NRC official overseas telephone calls initiated in the Washington metropolitan area must be placed through the NRC telephone operator. Requests for blanket exceptions must be submitted in writing to the Chief, Telecommunications Branch. Each official overseas call must be logged in or noted so that the call may later be certified as an official call. Exhibit 10 provides a suggested log format for this purpose. (c)

Collect calls and charges to NRC headquarters telephone numbers are prohibited except under emergency circumstances or with the prior authorization of the Chief, Telecommunications Branch. Requests for that authorization must be submitted with full justification by memorandum. Headquarters (HQ) "800 service" is available for travelers to contact their offices. Frequent travelers and users of "800" service should consider applying for an FTS 2000 calling card in lieu of using "800" service. The use of "800" services requires operator intervention, while FTS 2000 calling cards allow direct dialing. This service must be used prudently and only for official calls that terminate at NRC headquarters locations. The "800" number can be obtained before travel commences from the Chief, Telecommunications Branch. (d)

At NRC headquarters, the Chief, Telecommunications Branch, shall control the issuance of FTS 2000 and international calling cards. An NRC Form 238 (Exhibit 1) should be submitted to request calling cards, with appropriate justification, and must be signed by an office director or a higher level of management and forwarded to the Telecommunications Branch for processing. NRC Form 119 (Exhibit 6) must be signed by the person receiving the card. All previously approved requests for calling cards must be reevaluated

## **Telephone System Operations (D) (continued)**

### **Long Distance Service (2) (continued)**

by the requester and, where justified, resubmitted annually during the month of November. Calling cards are certified on a monthly basis by the designated certification official in accordance with 31 U.S.C. 1348. Calling cards must be immediately turned in to the Chief, Telecommunications Branch, whenever they are no longer required for official NRC business. The pink copy of NRC Form 119 should accompany the calling card. Regional offices shall employ similar procedures to manage regional calling card usage. (e)

Long distance telephone service via the FTS 2000 network should be used to avoid travel expense whenever practicable. NRC employees and managers shall ensure that full consideration is given to the use of telephone conferencing services in lieu of official travel. Headquarters voice conferencing facilities are available, and arrangements can be made to use these services by contacting the Telecommunications Branch. The Telecommunications Branch staff will assist NRC managers and other employees in determining methods and techniques applicable to specific teleconferencing requirements upon request. (f)

### **Authorized Use of Government Telephone Systems (3)**

The Federal Telecommunications System FTS 2000 network and other Government-provided, long distance telephone networks are to be used to conduct official business, that is, calls must be necessary and in the interest of the Federal Government. (See Pub. L. 97-258, 96 Stat 926 (Sept. 13, 1982) codified at 31 U.S.C. 1348(b).) Government networks are to be used for placing calls instead of the commercial toll network to the maximum extent practicable. NRC long distance telephone service is not provided free of charge and must be managed just as any other resource. Supervisors are responsible for the proper management of telephone usage within their jurisdiction as prescribed by FIRMR 201-21.601, "Authorized Use of Government Telephone Systems." (a)

The use of Government telephone systems, including calls over commercial systems that will be paid for by the Government, must be limited to the conduct of official business. These official business calls may include emergency calls and calls that the agency determines are necessary in the interest of the Government. No other calls may be placed except in circumstances identified in Sections (D)(3)(b) and (d)

## Telephone System Operations (D) (continued)

### Authorized Use of Government Telephone Systems (3) (continued)

of this part and FIRMR 201-21.601(d), even if the employee's intention is to reimburse the Government for the cost of the calls. (b)

An NRC employee may use Government telephone systems for private use if the use satisfies the following criteria: (c)

- The use does not adversely affect the performance of official duties by the employee or the employee's organization. (i)
- The use is of reasonable duration (approximately 5 minutes) and frequency (one call per day). (ii)
- The use could not reasonably have been made at another time. (iii)

Personal long distance calls that must be made during working hours may be made over the commercial long distance network if the call is consistent with the criteria in FIRMR 201-21.601(d) and is—(d)

- Charged to the employee's home phone number or other non-Government number (third-number call) (i)
- Made to an 800 toll-free number (ii)
- Charged to the called party if the number is a non-Government number (collect call) (iii)
- Charged to a personal telephone credit card (iv)

Examples of circumstances in which the use of Government telephone systems may be authorized, as prescribed by FIRMR 201-21.601(d)(1) and (2) and FIRMR Bulletin C-13, are as follows: (e)

- Calls to notify family, doctor, and so forth, when an employee is injured on the job. (i)
- An employee traveling on Government business is delayed as a result of official business or transportation delay and calls his or her family to inform them of a schedule change. (ii)
- An employee traveling for two or more nights on Government business in the United States makes a brief call of approximately 5 minutes to his or her residence, but not more than once a day, on average. Cost reimbursement is authorized but is not to exceed \$4.00 per call. (iii)

## **Telephone System Operations (D) (continued)**

### **Authorized Use of Government Telephone Systems (3) (continued)**

- For travel outside the United States, one brief call home each 7-night period or portion thereof is authorized at actual expense but not to exceed \$20 per call. (iv)
- An employee is required to work overtime without advance notice and calls within the local commuting area (the area from which the employee regularly commutes) to advise his or her family of the change in schedule or to make alternate transportation or child-care arrangements. (v)
- An employee makes a brief daily call of approximately 5 minutes to locations within the local commuting area to speak to spouse or minor children, or those responsible for the children, for example, a school or day-care center. (vi)
- An employee makes brief calls of approximately 5 minutes to establishments within the local commuting area that can be reached only during working hours, such as a local Government agency or a physician's office. (vii)
- An employee makes brief calls of approximately 5 minutes to locations within the local commuting area to arrange for emergency repairs to the employee's residence or automobile. (viii)

### **Abuse by Employees (FIRMR 201-21.601 and FIRMR Bulletin C-13) (f)**

- Employees should be particularly sensitive to the use of Government telephone facilities under the conditions outlined above. If possible, the calls should be made during lunch break or other off-duty periods. Abuse of Government telephone systems may result in disciplinary action in accordance with applicable NRC guidelines. (i)
- The Telecommunications Branch will review monthly commercial and Government-provided telephone call detail records to improve use of the telephone and to reduce overall cost. (ii)



## Telephone System Operations (D) (continued)

### Authorized Use of Government Telephone Systems (3) (continued)

Note: Information in telephone call detail records is subject to protection from unauthorized disclosure under the Privacy Act of 1974, as amended, 5 U.S.C. 552a. See Management Directive 3.2, "Privacy Act" (formerly MC 0204), for detailed policy requirements and guidelines regarding NRC compliance with the Privacy Act of 1974.

### Prohibitions (FIRMR 201-21.601(c)(3)) (g)

The practices set forth in this section are prohibited. A willful violation may result in criminal, civil, or administrative action, including suspension or dismissal. See 5 CFR 735.205.

Use of the following services, equipment, or facilities for other than official Government purposes is prohibited. (i)

- Federal Telecommunications System FTS 2000. (a)
- Government-provided long distance telephone service, other than FTS 2000. (b)
- A commercial network where the Government pays for the calls. (c)

Use of any Government-provided telephone service, equipment, or facility for calls permitted by FIRMR 201-21.601(d) that significantly interferes with the conduct of Government business. (ii)

Making an unauthorized or personal telephone call with the intent to later reimburse the Government. (iii)

Listening-in on or recording telephone conversations, except as specified by FIRMR 201-21.603. (iv)

Use of telephone call detail data in other than an authorized fashion. See FIRMR 201-21.601(b)(1). (v)

Making a call to a 900 or 976 number or any other number that results in a charge-back to the NRC telephone system vendor billing. (vi)

## **Telephone System Operations (D) (continued)**

### **Authorized Use of Government Telephone Systems (3) (continued)**

#### **Collections (FIRMR 201-21.602) (h)**

NRC shall collect for any unauthorized calls made by an employee or other person when it is cost-effective to do so. Each call will be valued and collection made in accordance with paragraph b. of FIRMR 201-21.602, as implemented by the management directives of the NRC Division of Accounting and Finance, OC (see NRC Management Directive System, Volume 4, "Financial Management"). Reimbursing the Government for unauthorized calls does not exempt an employee from appropriate administrative, civil, or criminal action. (i)

The cost of unauthorized calls will include two charges: (ii)

- The value of the call, based on commercial long distance rates rounded to the nearest dollar. (a)
- The administrative cost, rounded to the nearest dollar, incurred by NRC to determine that the call was unauthorized and to collect for the unauthorized call. (b)

The Division of Accounting and Finance, OC, will determine the appropriate account for the monies collected. (iii)

#### **Monitoring or Recording of Wire or Oral Conversations (4)**

Nonconsensual monitoring or recording of wire or oral communications without the consent of at least one party to the conversation is prohibited by the Omnibus Crime Control and Safe Streets Act of 1968, as amended (18 U.S.C. 2510, et seq.), except under circumstances specified in the act. Because none of these specified circumstances apply to NRC activities, nonconsensual monitoring or recording by NRC personnel is prohibited. (a)

The Attorney General requires Federal agencies to promulgate rules concerning the permissibility of consensual monitoring of wire and verbal communications. (See memorandum to the Heads of Executive Departments and Agencies, "Monitoring Private Conversations With the Consent of a Party, October 16, 1972.) The Attorney General has also established procedures concerning the interception of verbal communications. (See memorandum to the Heads and Inspectors General of Executive Departments and Agencies, "Procedures for

## Telephone System Operations (D) (continued)

### Monitoring or Recording of Wire or Oral Conversations (4) (continued)

Lawful, Warrantless Interceptions of Verbal Communications," September 22, 1980.) Generally, NRC policy prohibits NRC personnel from monitoring or recording wire or oral communications without the specific knowledge and consent of all parties to the conversation. This prohibition includes the use of extension phones and speakerphones. Exceptions are permitted only—(b)

- Under conditions cited in the Attorney General's memorandum and Management Directive 12.1, "NRC Facility Security Program" (formerly Appendix 2101, Part XIII). (i)
- Under conditions cited in FIRMR 201-21.603(d). This exception requires prior written approval of the Executive Director for Operations. Requests for approval must be concurred in by the Director, IRM. A copy of each request and approval must be provided to the office making the request; the Director, Division of Security, ADM; and the Chief, Telecommunications Branch, IRM. Each need must be reevaluated every 2 years. Details and necessary assistance may be obtained from the Telecommunications Branch. (ii)
- Under provisions of Federal Communications Commission Memorandum Opinion and Order, "In the Matter of Use of Recording Devices in Connection with Telephone Service," Docket No. 20840, May 18, 1981, the recording of conversations to and from the NRC Operations Center is permitted without all party consent or automatic tone (beep tone) warnings. NRC policy is to obtain all party consent or apply automatic tone warnings when communicating with parties outside the dedicated emergency communications systems that support the NRC Operations Center. No automatic warnings will be applied to emergency networks. (iii)
- In exigent circumstances, when one party to a telephone conversation is threatening the safety of persons or property, the other party to the conversation may authorize another person to monitor the conversation by extension phone. Any such incident must be reported immediately to the Division of Security. Electronic recording of these conversations is not permitted. A handwritten transcription of pertinent information is permissible. (iv)

## **Telephone System Operations (D) (continued)**

### **Monitoring or Recording of Wire or Oral Conversations (4) (continued)**

Willful violation of Section (D)(4)(a) or (b) of this part is subject to administrative disciplinary action under the provisions of Management Directive 10.99, "Discipline, Adverse Actions, and Separations", (formerly MC 4171). Willful violation of Section (D)(4) of this part may also be subject to a criminal fine of up to \$10,000, imprisonment for not more than 5 years, or both, under 18 U.S.C. 2511(1). (c)

### **NRC Headquarters Operator Assistance (5)**

NRC telephone operators provide the following services:

- Answer calls made to the official NRC telephone number and refer those calls to the appropriate office or individual. (a)
- Direct emergency calls to the NRC Operations Center or to designated duty officers. (b)
- Provide official business telephone referral service to persons trying to contact NRC offices or employees. (c)
- Place official business overseas calls for NRC headquarters. (d)
- Place commercial, official business, domestic, and long distance calls when repeated attempts to dial direct through the FTS 2000 network have been unsuccessful. (e)
- Page NRC employees who have been issued NRC paging equipment and who have recorded their pager numbers with the NRC operators. (f)
- Place emergency or urgent calls to employees at their homes. (g)

## **Maintenance (E)**

Requests for repair service must be reported promptly to the published telephone number for reporting trouble, in accordance with locally established procedures. Chronic problems, undue delays, and prolonged outages should be documented and brought to the attention of the Telecommunications Branch at headquarters or the designated regional representative for correction. (1)

## **Maintenance (E) (continued)**

Problems encountered in using the FTS 2000 network must be reported to the Telecommunications Branch at headquarters or to the communications representative for telecommunications in the regions. (2)

## **Utilization Surveys and Inventories** **(FIRMR 201-21.203) (F)**

A biannual utilization survey and physical inventory of telecommunications equipment that the NRC owns or is paying a recurring charge for, such as customer premises equipment in NRC headquarters, regional, and cost-type contractor's offices, must be conducted using sampling techniques. A complete survey will be conducted at least once every 2 years and in any year in which sampling shows significant discrepancies. This inventory will ensure that (1) OMB, FIRMR, and NRC telephone management standards are maintained, (2) the equipment on hand tallies with the current vendor's billing invoice and the agency inventory, (3) the equipment installed is adequate to meet user requirements, (4) any unnecessary equipment and features are removed, and (5) all NRC-owned equipment can be accounted for.

### **Inventory (1)**

An inventory of all telecommunications equipment at each NRC headquarters office through the use of the Telecommunications Tracking System (TTS), the Property and Supply System (PASS), and other NRC inventory systems will be maintained. Regional offices will be responsible for the management and control of their equipment and property inventory. The Facility Management Branch, DCPM, ADM, will conduct the necessary inventories for headquarters telecommunications equipment at least every 2 years and give its findings to the Telecommunications Branch, DCTS, IRM. (a)

Note: Some information contained in inventory records is subject to protection from unauthorized disclosure under the Privacy Act of 1974, as amended, 5 U.S.C. 552a. See Management Directive 3.2, "Privacy Act" (formerly MC 0204), for detailed policy requirements and guidelines regarding NRC compliance with the Privacy Act of 1974.

## **Utilization Surveys and Inventories** **(FIRMR 201-21.203) (F) (continued)**

The inventory of all cryptographic equipment, including Secure Telephone Units III (STU-IIIs), is an exception to the normal telecommunications equipment inventory. The inventory of cryptographic material is done semiannually by the NRC COMSEC Custodians and monitored by the NRC Central Office of Record in the Information Security Branch of the Division of Security. (b)

### **Evaluation (2)**

After completion of periodic or selective surveys and inventories, the Telecommunications Branch will evaluate the results and, in coordination with users, effect appropriate service adjustments. The actual inventory will be verified and should agree with the vendor's billing document. The inventory will also be compared with official NRC equipment records. If necessary, telephone work orders will be issued to reconcile inventories, to remove or correct all installations that do not conform with FIRMR or NRC standards, and to correct all situations that tend to cause inefficiency because of poor telecommunications arrangements. Additionally, appropriate orders will be issued to repair or remove inoperable leased or owned equipment.

### **Reports (3)**

The Telecommunications Branch will prepare a summary report of surveys and inventories conducted during the preceding 12 months as of September 30 of each year. This report must show direct economies achieved and must be retained for 2 years by the Telecommunications Branch.

## **Part III**

# **Cellular, Paging, Land Mobile Radio, Satellite, and Special Purpose Radio Services**

### **Introduction (A)**

Cellular, paging, and land mobile radio telephone services are provided to NRC users for a variety of purposes. Generally, none of these portable services will be used when other means of communications can satisfy the requirement because of the relatively high cost of using these systems and the limited number of radio frequency assignments available.

### **NRC Guidelines on Acquiring Land Mobile Radio Telephones (B)**

Land mobile radio service will be provided only for the purpose of contacting or providing continuous 24-hour emergency communications with major agency officials or on-call response team members. (1)

Acquisition and use of land mobile radio services must be approved by the Director, IRM, for the headquarters offices and by the regional administrators for the regions. (2)

During an emergency, additional land mobile radios for other selected NRC personnel may be acquired only if it is clearly demonstrated that no reasonable alternative means of communication is available. (3)

It is mandatory for the transmission of classified information and may be mandatory for the transmission of certain types of sensitive unclassified information to use encryption techniques approved by the Division of Security if such information is being transmitted via radio devices over any segment of the transmission path. (4)

## **General Purpose Cellular, Paging, Radio, and Satellite Systems Available to the NRC (C)**

### **Cellular Services (1)**

The cellular telephone is a radio communications system that provides mobile service by using various radio frequencies. The NRC cellular service is used to extend telephone service to designated official NRC vehicles and to contact designated NRC duty officers and management officials. The acquisition and use of cellular telephone service require prudent management control by NRC headquarters and regional offices because of the high cost of this service. Unlike the normal telephone service billing, cellular telephone cost is based on air-time usage and initial onetime purchase or monthly leasing cost. Cellular telephone cost is incurred immediately when a call is initiated or received. Cellular telephone are used to conduct official business as outlined in Section (D)(3), Part II, of this handbook. (a)

On-call personnel who use cellular services and possess equipment must periodically ensure that cellular telephone equipment and services are in good working order. Any failures of cellular equipment and services must be reported immediately to the Telecommunications Branch. (b)

### **Land Mobile Radio Network (2)**

The NRC land mobile radio network at headquarters is used for—

- Dispatch of designated administrative vehicles (a)
- Paging personnel (b)

### **Paging Systems (3)**

The NRC paging systems or pagers provide nationwide and local area coverage to alert certain designated NRC officials to respond to emergency and urgent requirements.

## **Special Purpose Radio Systems (D)**

NRC also uses special purpose radio systems to support NRC's surveillance responsibilities in the transportation or shipment of nuclear fuel or waste, inspection of fixed sites, and to augment the capability of the systems previously mentioned. Additional radio services may be obtained by agreements with other Federal agencies



### **Special Purpose Radio Systems (D) (continued)**

through coordination with the Telecommunications Branch. This type of shared radio is used primarily in support of NRC response to emergencies, incidents, and contingencies.

### **Satellite Systems (E)**

The Telecommunications Branch operates and maintains satellite terminals for receipt of weather and seismic data.

### **Radio Frequency Management (F)**

NRC must obtain permission to use radio frequencies from the National Telecommunications and Information Administration (NTIA). The radio frequency spectrum is an intensively used resource of major importance. Its use is controlled by international agreements and Federal statutes and regulations. Efficient use of this resource requires careful planning, engineering, and coordination. Adherence to governing regulations and to the specific conditions of applicable frequency authorizations is essential. The NTIA "Manual of Regulations and Procedures for Federal Radio Frequency Management" must be followed by NRC staff. Inquiries and requests for frequency use, changes, renewals, or deletions must be directed to the Telecommunications Branch for review, concurrence, and submission to the NTIA for approval. (1)

Radio frequency requirements must be coordinated before the acquisition of communications-electronics equipment requiring radio frequency usage. Requirements that may eventually involve the use of radio frequencies must be brought to the attention of the Telecommunications Branch in the early planning stage. The Telecommunications Branch is the central manager of NRC radio frequencies and shall serve as the agency contact for the NTIA. (2)

### **Requests for Cellular, Paging, and Radio Service (G)**

Requests for cellular, paging, land mobile radio service, and special purpose radio service must be submitted to the Telecommunications Branch on NRC Form 238, "Request for Telecommunications Services" (Exhibit 1). Urgent requests may be initially made by telephone and subsequently confirmed on NRC Form 238. (1)

The Telecommunications Branch maintains a limited equipment inventory for temporary loan to satisfy occasional emergency requirements. (2)

## **Requests for Cellular, Paging, and Radio Service (G) (continued)**

When service can be provided within existing networks but new equipment must be procured, the Telecommunications Branch will verify the requirement and take the appropriate action in accordance with the FIRMR. The Division of Contracts and Property Management, ADM, establishes acquisition lead times. See Management Directive 11.1, "NRC Acquisition of Supplies and Services" (formerly Appendix 5101, Part II), for specific criteria. (3)

Cellular telephone bills will be randomly sampled on a monthly basis and forwarded to the appropriate NRC headquarters office director or designated certification official for approval. (4)

## **Planning (H)**

Planning for new cellular, paging, land mobile radio, satellite, and special radio services must be based upon the following guidelines and practices: (1)

- Cellular, paging, land mobile radio, satellite, and special radio services will be provided only when they are essential for purposes of safety, security, protection of life and property, scientific research, or expeditious handling of administrative or other programs when alternate means of communications are unavailable or inadequate to meet the program requirements. (a)
- Before radio facilities are acquired, the Telecommunications Branch shall perform a comparative cost analysis to evaluate the alternatives for satisfying the telephone, radio, circuit, or related requirement. (b)

Office of Management and Budget (OMB) Circular A-11 and the NTIA "Manual of Regulations and Procedures for Federal Radio Frequency Management" require the proper assignment of radio frequencies before the procurement of radio equipment. If new, exclusive NRC frequency assignments are needed, it may take a number of years to coordinate and process the request, provided any new frequency assignments are available, because approval has to be obtained from OMB, the NTIA, and the Federal Communications Commission (FCC). (2)

## **Planning (H) (continued)**

Acquiring major radio equipment and adding to existing networks or services may take a long time. Lead times for acquisition are developed by the Division of Contracts and Property Management, ADM, and will vary, depending on such factors as dollar value, extent of competition, complexity, and other factors. (Refer to Management Directive 11.1.) (3)

Long-range requirements that cannot be met by existing NRC assets must be incorporated into the NRC Five-Year Telecommunications Plan. (4)

Special programs and projects must identify needed equipment support in the proposal to establish the program or project. IRM approval of the program or project will be cited as the basis for inclusion of the cellular, paging, land mobile radio, satellite, and special radio services in the NRC Telecommunications Five-Year Plan and the NRC budget, or as the basis for special funding when the requirement is urgent. (5)

## **Operations (I)**

The operation of radios within NRC must conform to the NTIA "Manual of Regulations and Procedures for Federal Radio Frequency Management" and the specific restrictions accompanying the frequency authorizations. (1)

Radio Operating Procedures will be published by the Telecommunications Branch for each general use radio system. Additional radio operating procedures for special purpose radio systems and services will be prepared by the office of the principal users, with technical assistance from the Telecommunications Branch. Copies of these procedures will be made available to each user of the special purpose radio system or service. (2)

Operators of equipment that provides radio services shall perform minimal necessary maintenance, such as keeping the external parts of the equipment clean, replenishing expendable supplies, checking external cable connections to ensure continuity, replacing batteries, recharging batteries, replacing fuses that are accessible on the exterior of the equipment, and so forth. Operators will report those equipment failures requiring maintenance to the Telecommunications Branch or, when specified in the system operating procedures, to the source of maintenance for that particular equipment. (3)

## **Reports (J)**

Offices with radio stations that are receiving or causing harmful interference that cannot be resolved at the local operating level shall report the problem to the Telecommunications Branch on NRC Form 506, "Harmful Radio Interference Report" (see Exhibit 11).

## Part IV

# Facsimile Services

### Introduction (A)

Facsimile is the transmission of images for reproduction in a permanent, hard-copy form or an electronic equivalent. Facsimile services are provided to NRC users who require the electronic transfer of documents, including graphics, between and among NRC locations, other Federal agencies, agency contractors, and other private concerns. (1)

The establishment of new facsimile services within NRC may be undertaken only when existing alternate means of communications are inadequate to meet mission requirements or are less cost-effective. Alternate means of exchanging documents include mail service, messenger service, and data communications service. (2)

The facsimile system custodian or designated TCO at NRC headquarters is responsible for submitting a completed copy of NRC Form 119 (Exhibit 6) to the Telecommunications Branch. The facsimile system being used by NRC consists of NRC-owned and leased facsimile terminals in selected Washington area NRC office buildings, in each region, and in resident inspector locations. A variety of terminal types and modes of operation ensures compatibility with terminals used by external activities when NRC must exchange graphic or hard-copy information. NRC facsimile terminals operate over dial-up telephone lines equipped with appropriate data communications interface equipment. (3)

### Requests for Facsimile Services (B)

To transmit messages by facsimile, users will complete an NRC Form 386, "Telecopier Transmittal" (Exhibit 12), and present this form, along with the material to be transmitted, to the facsimile attendant at the NRC Message Center located in the NRC Headquarters Phillips Building. (1)

## **Requests for Facsimile Services (B) (continued)**

Requests for the establishment of additional facsimile service at a particular location must be submitted to the Telecommunications Branch on NRC Form 238 (Exhibit 1). Regional offices shall coordinate all facsimile requests with the Telecommunications Branch to ensure equipment is compatible with existing NRC facsimile equipment. All facsimile equipment is to be International Telegraph and Telephone Consultative Committee (CCITT) Group 3 or higher. (2)

The transmission of classified or unclassified sensitive information can be accomplished via the NRC Secure Communication Center. (See Section (C)(2)(b), Part VIII, of this handbook.) (3)

## **Planning (C)**

Planning for facsimile services must be based upon the following guidelines and practices: (1)

- Facsimile services will be provided only when existing alternate means of communications are inadequate to meet mission requirements. (a)
- Unattended reception capability should be provided at those terminals serving users who receive regular distribution of mission-essential documents, including preliminary notices, notices of abnormal occurrence, and so forth. (b)
- Terminals are to comply with CCITT Group 3 standards or higher. (c)
- Facsimile terminals should be located so as to serve the maximum number of NRC users. Facsimile terminals must not be dedicated to the use of one organizational element when a joint-use terminal is reasonably available, unless the amount of traffic exceeds the capability of the joint-use terminal or the urgency of the traffic necessitates the use of a dedicated terminal. A request for a dedicated terminal must contain full justification and must be signed by the office director. (d)

Requirements for facsimile services that cannot be met by existing NRC assets will be incorporated into the NRC Five-Year Telecommunications Plan. (2)

Regional offices shall coordinate requirements for new or additional facsimile equipment with the Telecommunications Branch to ensure standardization. (3)

## **Planning (C) (continued)**

Facsimile service via local area network (LAN) printers (receivers) and personal computers/facsimile transmitters is being analyzed by IRM as an alternative to facsimile machines. (4)

## **Facsimile Service Operations (D)**

The NRC Telephone Directory contains information on the location of facsimile facilities, the telephone numbers for the facsimile terminals and for verification of receipt of facsimile messages, attended hours of operation, and similar information. NRC facsimile services are available at—(1)

- The NRC Message Center. Over-the-counter service is available at the center located at the NRC Headquarters Phillips Building. (a)
- Other designated locations throughout NRC (see the NRC Telephone Directory). (b)

To obtain facsimile service at the NRC Message Center, users will complete a "Telecopier Transmittal," NRC Form 386 (Exhibit 12), to accompany each outgoing facsimile transmission. Headquarters message center facsimile terminal operators shall record all incoming and outgoing facsimile transmissions on NRC Form 388, "Incoming Facsimile/Data Control Log" (Exhibit 13), and NRC Form 389, "Outgoing Facsimile/Data Control Log" (Exhibit 14), respectively. All other headquarters facsimile machine locations must maintain a record, either a log or facsimile generated report to determine monthly usage. This information should be used to justify ongoing and future facsimile requirements. (2)

Copies of transmitted and received facsimile messages must not be maintained at the facsimile terminal located in the NRC Message Center. Original material will be returned to the sender, if requested. Addressees will be notified of all "incoming" facsimile messages. Messages not picked up on the date of receipt will be mailed to the addressee on the next duty day. (3)

Routine facsimile transmissions over 10 pages must be made between 7:00 p.m. and 7:00 a.m. to reduce the cost of communication services. Routine messages addressed outside the local dialing area should be delivered to the NRC Message Center for night transmission. (4)

Future facsimile services may include facsimile servers on local area networks that direct received facsimile transmissions to LAN printers and use personal computers and scanners as transmission devices. (5)

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**Reports (E)**

The headquarter officials responsible for each facsimile terminal shall forward a copy of each completed incoming and outgoing activity reports to the Chief, Telecommunications Branch, on a quarterly basis.



## Part V

# Telecommunications Data Services

### Introduction (A)

Telecommunications data services (TDSs) include all facilities, services, and equipment primarily associated with the transfer of analog and digital data, for example, switches, digital service units (DSUs), multiplexers, modulator/demodulator (modem) equipment, bridges, routers, circuits, and terminals used in the transmission of data, as distinguished from terminals used primarily for the TDS manipulation of data, such as personal computers and scientific work stations.

### Requests for TDS (B)

Except as otherwise approved by the Director, IRM, all data processing equipment must be approved by the DCTS, IRM. New data communications requirement justifications must be based only upon approved Federal Information Processing (FIP) requirements and must be processed as a coordinated action within IRM. (1)

The request for TDS must be submitted on NRC Form 238, "Request for Telecommunications Services" (Exhibit 1). Each request must be accompanied by a full justification as to why the service is required. (2)

### TDS Operations (C)

TDS, as used in this part, applies to communications in support of data terminals and systems. Operating instructions and procedures for these systems must be prepared by the DCTS, IRM. Operational procedures for data communications obtained as part of data services provided by non-NRC sources, such as the National Institutes of Health and the Department of Energy, must be as prescribed by the supplier of these services.

## **Part VI**

# **Teletypewriter Exchange (TELEX) Services**

### **Introduction (A)**

TELEX is an unclassified, general purpose commercial service that interconnects subscribers throughout the United States and internationally on a direct-dial basis. (1)

TELEX services are provided to NRC headquarters users through the NRC Message Center in the Phillips Building. All unclassified message or record communications originating in NRC headquarters offices must be processed through the NRC Message Center, where the selection of the transmission method will be made. Classified services are discussed in Part VIII of this handbook. (2)

The Telecommunications Branch is responsible for providing or making available cost-effective TELEX services consistent with mission requirements to headquarters users. Telecommunications services are procured from domestic and international communications companies and from the General Services Administration, the Department of Energy, and other Federal agencies to meet this requirement. (3)

### **Request for TELEX Service (B)**

Originating offices must submit outgoing TELEX messages on Standard Form 14 (Exhibit 15). The SF 14 constitutes a request for service and must be delivered to the NRC Message Center in person or through the NRC mail and messenger service. SF 14s can be obtained from NRC supply rooms or may be requested from the NRC Message Center.

## TELEX Service Operations (C)

The Telecommunications Branch shall determine the appropriate method for transmitting outgoing messages. The determination must be based upon the stated requirements of the originating office, the methods available to the NRC Message Center at the time, and the costs involved.

## **Part VII**

# **Telecommunications for Emergencies, Incidents, and Safeguards Contingencies**

### **Introduction (A)**

Telecommunications services, facilities, and capabilities are required to support various NRC roles and missions throughout NRC. The basic, general purpose communications capabilities provided for normal day-to-day operations form the core of communications necessary to support NRC emergency operations. This part addresses the provision of telecommunications in support of the NRC during local, regional, and national emergencies, incidents, and safeguards contingencies. Emergency communications assistance can be requested around the clock by contacting the NRC headquarters telephone operator on FTS (301)492-7000 or commercial telephone number (301)492-7000. (1)

NRC will attempt to satisfy special or emergency communications needs as a matter of policy from the following sources, which are enumerated in order of preference: (2)

- Existing Government operating telecommunications systems (a)
- Shared use of existing Government emergency capabilities (b)
- Special commercial services that meet the operational requirements stated by the mission office(s) charged with responsibility for NRC's response to the emergency, incident, or contingency (c)

A minimum cache of essential emergency assets must be established and maintained by the Telecommunications Branch. Any or all such assets may be deployed by the Telecommunications Branch as directed by the Executive Management Team, the Executive Director for Operations, or the Commission. (See Management Directive 8.2, "NRC Incident Response Plan" (formerly MC 0502).) (3)

## **National Emergency Preparedness Communications (B)**

Planning for NRC missions during national, regional, or local emergencies as declared by the President of the United States has been assigned to the Office for Analysis and Evaluation of Operational Data (AEOD). (1)

The Telecommunications Branch prepares, maintains, and implements the communications annex to the NRC National-Level Emergency Preparedness Plan. This annex must be based upon the functional and operational capabilities required by the basic plan. (2)

Telecommunications provided for the day-to-day operations of NRC must be used in support of emergency preparedness functions to the extent feasible. Special telecommunications requirements at NRC emergency management team relocation facilities must be met by services provided by the "host agency" operating the facility, and augmented by NRC-dedicated services when made available to support emergency functions on a top priority basis. Similarly, assets, facilities, services, and equipment acquired by NRC specifically to support national-level emergency preparedness functions must be available for other functions, consistent with the limitations imposed upon these capabilities by the providing agency. (3)

## **Incident Response Communications (C)**

The NRC Incident Response Program is described in Management Directive 8.2. (1)

The NRC Operations Center is a facility maintained by AEOD (see MD Handbook 8.2). The center is capable of supporting the staff and providing the equipment necessary to permit NRC to respond to any occurrence that by itself or by its consequences poses an actual or potential hazard to public health, safety, property, or the environment; or poses an actual or potential threat to the safeguards of licensed facilities or materials. (2)

Regional Office Operations Centers are facilities established and maintained by regional offices to permit them to respond to occurrences within their areas of responsibility as described above. The Telecommunications Branch shall provide technical assistance in planning and acquiring communications support for Regional Office Operation Centers upon request. (3)

## **Incident Response Communications (C) (continued)**

The Telecommunications Branch shall provide or acquire a mobile telecommunications response capability and engineering services required for field response communications. The need to acquire these services and assets must be determined on a case-by-case basis, depending upon where the assets or services are required, whether they will be used for normal day-to-day functions in the field as well as in response to incidents. (4)

## **Safeguards Contingency Communications (D)**

The Office of Nuclear Material Safety and Safeguards (NMSS) develops NRC Headquarters Safeguards Contingency Plans for dealing with threats, thefts, and sabotage relating to special nuclear material, high-level radioactive wastes, and licensed nuclear facilities; maintains awareness of threat posture through analyses and interagency coordination; and establishes and maintains pertinent interagency liaisons and procedures to ensure that NRC receives timely notifications of perceived threats. (1)

NRC response procedures for safeguards contingencies are described in Management Directive 8.2. (2)

The Telecommunications Branch shall participate in the preparation of the telecommunications support portions of the NRC Headquarters Safeguards Contingency Plan. (3)

Headquarters communications support for the response to safeguards contingencies must use communications capabilities provided to support emergencies and incident response. (4)

## **Operations (E)**

The Telecommunications Branch will assist the program offices responsible for NRC emergency preparedness, incident response, and safeguards contingency response in the preparation of specific communications operations procedures for these functions. Additionally, during emergency or incident response periods, the NRC Message Center will be augmented by temporary help and overtime assignments to meet operational requirements. Operations directly supporting the response efforts will take precedence over day-to-day activities. The telecommunications staff will be made available to assist the response staff by providing required communications and technical advice.

## **Part VIII**

# **Secure Communications**

### **Introduction (A)**

The vulnerability of classified, proprietary, or sensitive unclassified information is considered to be a major threat to U.S. Government interests. The NRC uses the Secure Telephone Unit III (STU III) and a secure dedicated line into the Department of Defense Automatic Digital Network (AUTODIN) to protect classified and other sensitive unclassified information. The STU III and AUTODIN systems allow users to securely communicate classified and sensitive unclassified information to other users of the network. The STU III network presently contains more than 200,000 units. The AUTODIN system provides communications to most Government agencies. (1)

For information regarding the security of telecommunications systems, refer to Management Directive and Handbook 12.4, "NRC Telecommunications Systems Security Program." (2)

### **Secure Telephones (B)**

The NRC currently uses STU III equipment to communicate among headquarters, regional offices, and other locations that possess STU III equipment. STU IIIs provide the capability of a modern office telephone and the added benefit of security for both voice and data applications. In addition, features such as built-in modems can be used to securely interface various devices such as personal computers (PCs) and facsimile equipment. STU-III equipment can be obtained through the NRC STU-III Command Authority in the Telecommunications Branch.

### **Secure Data (C)**

The NRC is responsible for processing classified, proprietary, or sensitive data to and from various locations to prevent, as well as to respond to, any perceived or potential nuclear threat or abuse that could affect the safety of our Nation. Adequate measures must be

## **Secure Data (C) (continued)**

employed by all NRC employees to protect all data products and byproducts that are processed through telecommunications systems as prescribed in NRC Management Directives contained in Volume 12, "Security" (formerly MC 2101, MC 2301, and Appendix 2301, Part III). The NRC currently uses AUTODIN to protect classified and sensitive data communications. (1)

AUTODIN. AUTODIN provides service to the Department of Defense, the military departments, and other specifically authorized users such as the NRC. AUTODIN provides high-speed, secure, large-capacity electronic data communications worldwide for both narrative and data pattern messages. AUTODIN facilities at NRC include—(2)

### **NRC Secure Communications Center (a)**

The NRC Division of Security, ADM, operates an AUTODIN terminal within the NRC Secure Communications Center. The AUTODIN terminal receives and transmits messages through a U.S. Army Automated Multimedia Exchange (AMME) switch located in Falls Church, Virginia. Such messages generally include diverse national or international information, or activities involving or relating to nuclear power or nuclear materials safety and safeguards. (i)

AUTODIN is capable of sending and receiving classified and unclassified messages at various levels of classification and precedence categories. The NRC Secure Communications Center operates daily during normal working hours. Through the Division of Security, procedures exist for the receipt or transmission outside of normal working hours of emergency messages that may involve NRC personnel. (ii)

### **Secure Facsimile (b)**

The NRC Secure Communications Center also provides secure facsimile service. This service communicates directly with any STU III-equipped facsimile terminal at all classification levels.



## **Requests for Secure Telecommunications (D)**

Secure telecommunications requirements will be forwarded to the Telecommunications Branch on NRC Form 238 (Exhibit 1). Requests must clearly identify requirements and be appropriately justified. Care must be taken to ensure that no classified data is provided on NRC Form 238. The Telecommunications Branch will evaluate and verify each request and initiate the necessary procurement actions.

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Exhibit 1  
NRC Form 238, "Request for Telecommunication Services"

NRC FORM 238 (9-89)		U.S. NUCLEAR REGULATORY COMMISSION	
REQUEST FOR TELECOMMUNICATION SERVICES			
<b>INSTRUCTIONS:</b> Complete Items 1 through 5. Retain the last copy, and forward the remaining three copies to the Telecommunications Branch. The third copy will be returned to the Contact indicating action and scheduled installation date. See NRCM 0270 for information on services.		<b>TO BE COMPLETED BY THE TELECOMMUNICATIONS BRANCH</b>	
		REQUISITION NUMBER	LOCATION GROUP
TO: TELECOMMUNICATIONS BRANCH DCTS, IRM		1. DATE SERVICE REQUIRED	
2. FROM (Person to Contact)		REQUISITIONING OFFICER	
TELEPHONE NUMBER		DATE VENDOR NOTIFIED	
MAIL STOP		DATE BY WHICH WORK IS TO BE COMPLETED	
ORGANIZATION (Office/Division/Branch)		BAC NUMBER	BILLING NUMBER
3. DESCRIPTION OF SERVICES (Include Building, Room Number, Telephone and Station Number/Letter, Type of Telephone or Other Equipment, and Location Plan. When requesting data services, attach a Data Communications check list.)			
4. JUSTIFICATION (All auxiliary telephone station equipment and features, such as automatic dialing equipment, speaker phones, call directors, automatic ring lines (hot lines), etc., must be justified on the basis of mission, goals, and operational need.)			
5. APPROVAL (Office/Division Director or Designee)			
SIGNATURE		TITLE	DATE

NRC FORM 238 (9-89)

TELECOMMUNICATION'S COPY 1

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## Exhibit 2

# NRC Form 34, "Requisition for Supplies, Equipment, or Labor Services"

NRC FORM 34 (4-91) NRCMD 13.1 REQUISITION FOR SUPPLIES, EQUIPMENT, OR LABOR SERVICES		U.S. NUCLEAR REGULATORY COMMISSION Page _____ of _____		
<b>PART IV</b>				
FOLLOW INSTRUCTIONS ON REVERSE OF FORM SET. Retain "Requester's Pending Copy" for record until a copy is returned. SUBMIT THE FORM SET TO: PROPERTY AND PROCUREMENT BRANCH		<b>B. PROCESSING OFFICES</b>		
<b>A. REQUISITIONING ORGANIZATION</b>		1. REQUISITION NUMBER		
1. REQUESTER	2. PHONE NO.	3. DATE OF REQ.		
4. ORGANIZATION (Office/Division/Branch)		5. BUILDING AND ROOM		
6. MAIL STOP		2. REQUIREMENT APPROVED (Signature)		
7. SHIP TO (Consignee and Destination, Complete Mailing Address)		3. REQUISITIONING OFFICER (Signature)		
8. APPROVALS (Items identified under Groups 2 through 9 on the reverse of this form must be approved by the Property Custodian and Office/Division or Designee.)		4. ACTION		
		SIGNATURE		
		DATE		
		a. POSTED		
		b. P.O. ENTRY		
		c. FILLED		
		4. DELIVERED		
		a. COMPLETED		
I certify that personal property assets within the Office/Division have been carefully screened for excess; are currently fully utilized, and the additional requested items are absolutely essential to work performance and will be used only for essential, official purposes.		<b>CERTIFICATION OF FUNDS</b>		
		ALLOTMENT SYMBOL		
		FIN NUMBER	B & R NUMBER	
		AMOUNT FUNDED		
a. PROPERTY CUSTODIAN (Signature)		\$		
		\$		
		\$		
b. OFFICE/DIVISION DIRECTOR OR DESIGNEE (Signature)		FUNDS CERTIFIED AVAILABLE BY (Signature)		
		DATE		
<b>D. REQUESTED ITEMS (Please Type or Print and Double Space Between Items)</b>				
1. ITEM OR STOCK NUMBER	2. DESCRIPTION (INCLUDE JUSTIFICATION for items identified under Groups 2 - 9)	3. QUANTITY	4. UNIT	LEAVE COLUMN BLANK
The material and/or services itemized above have been received in the quantity and quality specified, except as otherwise noted.		7. RECIPIENT (Signature)		DATE

NRC FORM 34 (4-91)

PROCUREMENT (VENDOR FILE)

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## Exhibit 3

### NRC Form 400, "Request for Procurement Action (RFPA)"

NRC FORM 400, Part 1 NRCM 8101, Part 1 (5-93)		U. S. NUCLEAR REGULATORY COMMISSION		1. RFPA NUMBER  2. RFPA REVISION NUMBER  3. DATE OF REQUEST	
<b>REQUEST FOR PROCUREMENT ACTION (RFPA)</b>					
<b>INSTRUCTIONS:</b> This form is to be used for various types of procurement requests, including sole-source actions, competitive solicitations and modifications.  Inapplicable items or those for which information has not been developed, should be left blank. In such cases, the project officer should contact the Division of Contracts for specific guidance.  Submit the completed form to: Director Division of Contracts Office of Administration			4. TYPE OF ACTION REQUESTED (Check and complete as appropriate) <input type="checkbox"/> ADMINISTRATIVE ACTION INITIATED BY DIVISION OF CONTRACTS <input type="checkbox"/> ISSUE A COMPETITIVE SOLICITATION <input type="checkbox"/> AWARD A CONTRACT ON THE BASIS OF AN UNSOLICITED PROPOSAL (Give contractor's name)  <input type="checkbox"/> EXECUTE A MODIFICATION TO A CONTRACT CONTRACT NUMBER _____ CONTRACTOR _____  <input type="checkbox"/> AWARD A NONCOMPETITIVE CONTRACT (Give contractor's name)  <input type="checkbox"/> EMPLOY A BASIC ORDERING AGREEMENT (BOA) BOA NUMBER _____ TITLE OF BOA _____  <input type="checkbox"/> ISSUE AN INTERAGENCY AGREEMENT (Give agency's name)		
5a. PERIOD OF PERFORMANCE FROM _____ TO _____		5b. DELIVERY SCHEDULE _____		6. SECURITY/CLASSIFIED INFORMATION ANTICIPATED <input type="checkbox"/> YES (Attach NRC Form 187) <input type="checkbox"/> NO	
7. PREPROPOSAL CONFERENCE CONTEMPLATED <input type="checkbox"/> YES <input type="checkbox"/> NO		8. DECISION UNIT TITLE  _____			
9. TITLE OF PROJECT AND BRIEF DESCRIPTION OF WORK (20 word summary)  <div style="height: 150px; border: 1px solid black;"></div>					
10. PROGRAM OFFICE RECOMMENDATION REGARDING SOCIO-ECONOMIC SET-ASIDES: (Complete where action requested in 4, above is for a competitive solicitation, a basic ordering agreement, or a noncompetitive contract.)					
100% SET-ASIDE FOR SMALL BUSINESS		PARTIAL SET-ASIDE FOR SMALL BUSINESS			
JOINT SMALL BUSINESS — LABOR SURPLUS AREA SET-ASIDE		100% LABOR SURPLUS AREA SET-ASIDE			
NONCOMPETITIVE CONTRACT PROCESSED UNDER THE PROCEDURES OF SECTION 3(a) OF THE SMALL BUSINESS ACT FOR AWARD TO A SMALL, DISADVANTAGED BUSINESS		RESTRICTED ACTION			
11. MANAGEMENT DIRECTIVES APPLICABILITY					
DESCRIPTION		APPLICABLE	INAPPLICABLE	EXEMPTION NUMBER	
OMB CIRCULAR A-76 (See NRC Bulletin 8105-1)					
AUTOMATIC DATA PROCESSING COORDINATION (See NRCM 0804 and NRC Bulletin 8101-15)					
APPROVAL FOR ACQUISITION OF CONSULTANT SERVICES (See NRCM 4138)					

DIVISION CONTRACTS COPY

**Exhibit 3 (continued)**

## DIVISION CONTRACTS COPY

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Exhibit 4  
 NRC Form 135, "Security Incident Report"

NRC FORM 135 (1-89)		U.S. NUCLEAR REGULATORY COMMISSION		INCIDENT	
SECURITY INCIDENT REPORT				DATE	
TO: (original white copy) DIVISION OF SECURITY		FROM: (Guard's Name)		TIME	
COPY DISTRIBUTION		SHIFT		BUILDING	
Building File (Yellow copy)				ROOM NO.	
Zone Commander/GSA (Pink copy)					
NAMES OF PERSONS INVOLVED					
DETAILS: (Who, what, where, when, how)					
ACTION TAKEN:					
COMMENTS					
GUARD'S SIGNATURE		DATE		SUPERVISOR'S SIGNATURE	
				DATE	

NRC FORM 135 (1-89)

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## Exhibit 5

### NRC Form 395, "Report of Property for Survey"

NRC FORM 395 (4-81) NRCM 5301		U.S. NUCLEAR REGULATORY COMMISSION <b>REPORT OF PROPERTY FOR SURVEY</b>		1. SURVEY NUMBER _____	
				2. DATE _____	
3. ACCOUNTABLE ORGANIZATIONAL UNIT _____				LOCATION _____	
4. REASON FOR PROPOSED ACTION (Item missing, destroyed, etc.) _____				5. LAST LOCATION OF PROPERTY _____	
6. NRC TAG NUMBER _____		7. DESCRIPTION OF ITEM (model, Manufacturer, Serial Number) _____			
8. DATE OF ACQUISITION _____		9. ACQUISITION COST _____		10. DEPRECIATED VALUE _____	
11. STATE ALL FACTS KNOWN TO YOU REGARDING THE INCIDENT (LOSS, THEFT OR DAMAGE) INCLUDING ANSWERS TO THE FOLLOWING: a. WHEN DID YOU LAST SEE THE PROPERTY? b. EXPLAIN THE CIRCUMSTANCES OF THE INCIDENT. c. WHAT MEASURES DID YOU TAKE TO PROTECT THE PROPERTY IMMEDIATELY BEFORE THE INCIDENT? d. WHAT HAVE YOU DONE TO RECOVER THE PROPERTY? WHEN? WITH WHAT RESULT? e. IF YOU ENTRUSTED THE PROPERTY TO ANOTHER, STATE WHO, ASK SUCH PERSON TO ANSWER THE ABOVE QUESTIONS ON ANOTHER NRC FORM 395, OR STATE WHY YOU DID NOT DO SO.					
I CERTIFY THAT THE FOREGOING ANSWERS TO THE ABOVE QUESTIONS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.					
PERSON ACCOUNTABLE (Signature and printed or typed name) _____				TELEPHONE NUMBER _____ DATE _____	
PROPERTY CUSTODIAN (Signature and printed or typed name) _____				TELEPHONE NUMBER _____ DATE _____	
12. TO: PROPERTY MANAGEMENT OFFICER AND BOARD OF SURVEY: I AM SATISFIED THAT THE STATEMENTS IN AND WITH THIS REPORT ARE RESPONSIVE EXCEPT AS STATED IN SEPARATE ATTACHMENTS.					
OFFICE/DIVISION DIRECTOR OR REGIONAL ADMINISTRATOR (Signature and printed or typed name) _____				TELEPHONE NUMBER _____ DATE _____	

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**Exhibit 5 (continued)**

13. UNDER THE CRITERIA STATED IN NRCM 5201, "PERSONAL PROPERTY MANAGEMENT," I HEREBY:			
<input type="checkbox"/> AUTHORIZE THE REMOVAL ABOVE STATED ITEM FROM THE PROPERTY RECORDS WITHOUT ACTION BY THE BOARD OF SURVEY. <input type="checkbox"/> REFER THIS REPORT OF PROPERTY FOR SURVEY TO THE BOARD OF SURVEY FOR ACTION.			
PROPERTY MANAGEMENT OFFICER (Signature and printed or typed name)		TITLE	DATE
14. FROM: BOARD OF SURVEY		TO: CHIEF, PROPERTY AND SUPPLY BRANCH	
BOARD FINDINGS			
BOARD FINDINGS			
THE ACCOUNTABLE OFFICER BE RELIEVED OF LIABILITY			DATE
REIMBURSEMENT IN THE AMOUNT OF \$ _____ BE SECURED FROM _____			
SIGNATURE			
CHAIRMAN	MEMBER	MEMBER	
15. CERTIFICATES OF ACCOMPLISHMENT			
a. I CERTIFY THAT THE PROPERTY RECORDS IN QUESTION HAVE BEEN PROPERLY ADJUSTED AS DIRECTED ABOVE.		b. I CERTIFY THAT, AS REQUIRED BY PRECEDING ENDORSEMENTS, THE RESPECTIVE ITEMS OF PROPERTY HAVE BEEN EXPUNDED FROM THE ACCOUNTING RECORDS, THAT THE SUM OF \$ _____ HAS BEEN BILLED AS DUE, AND IMMEDIATE STEPS WILL BE TAKEN TOWARDS COLLECTION AND DEPOSIT, AND THAT THE GENERAL ACCOUNTING OFFICE HAS BEEN ADVISED OF SUCH CHANGE AS REQUIRED BY 38 STAT. 47, AS AMENDED BY 27 STAT. 891 AND 42 STAT. 24 TITLE 21 U.S. CODE SECTIONS 89 AND 91.	
SIGNATURE	DATE	SIGNATURE	DATE
TITLE		TITLE	

NRC FORM 386  
(4-81)



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## Exhibit 6

### NRC Form 119, "Custodial Receipt for Sensitive Personal Property"

SENSITIVE PROPERTY INFORMATION			PROPERTY ISSUED TO:	
			NAME (Last, first, middle initial)	
TAG NUMBER	SERIAL NUMBER	MODEL NUMBER		
DESCRIPTION			PROPERTY ACCOUNT	LOCATION (Building and Room number)
MANUFACTURER			<p>The NRC Property identified requires unit accountability. The signer below, has a positive duty to protect and conserve Government property issued to him/her (10 CFR 0.735-43, "Use of Government Property" and NRC Manual Chapter 5201, "Personal Property Management"). The signer will be relieved of accountability by surrendering the item to the NRC Property Custodian in return for this receipt.</p>	
PURCHASE ORDER NUMBER	COST \$			
SIGNATURE OF PROPERTY CUSTODIAN		DATE		
			SIGNATURE OF PERSON RECEIVING PROPERTY	DATE
REMARKS				
			U. S. NUCLEAR REGULATORY COMMISSION	
			<p><b>CUSTODIAL RECEIPT FOR SENSITIVE PERSONAL PROPERTY</b></p>	

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**Exhibit 7**  
**NRC Form 510, "Signature Card"**

<b>NRC FORM 510</b> <b>(10-68)</b>		<b>U.S. NUCLEAR REGULATORY COMMISSION</b>		<b>1. DATE</b>
<b>SIGNATURE CARD</b>				
<b>2. NAME</b>			<b>3. TELEPHONE</b>	
<b>4. TITLE</b>		<b>5. ORGANIZATION</b>	<b>6. MAIL STOP</b>	
<b>7. OFFICIAL SIGNATURE</b>				
<b>8. TITLE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED</b>				
<b>9. CERTIFICATION:</b> <i>I Certify that the above is the signature of the authorized individual.</i>				
<b>10. TYPED OR PRINTED NAME - OFFICE/DIVISION DIRECTOR</b>				
<b>11. SIGNATURE - OFFICE/DIVISION DIRECTOR</b>				

NRC FORM 510 (10-68)

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## Exhibit 8

### Guidelines for Issuance of Telecommunications Equipment

	Telephones			Speaker Phone***	Pager	Portable Cellular Phone	Headsets**	Hand-Held Radios
	3 Line	2 Line	1 Line					
Office Directors	x			x				
Deputy Office Directors		x		x				
Division Chiefs		x		x				
Deputy Division Chiefs		x		x				
Special Assistant to Directors		x		x				
Branch Chiefs		x		x				
Section Chiefs		x		x				
Others			x					
Secretaries	x						x	
Emergency On-call Personnel					x	x		
Security					x			x
Special Requirements*	x	x	x	x	x	x	x	x
Warehouse					x			x
Administrative Support					x	x		x
Survey Teams								x
Couriers					x			

\*Justified and approved by the office director in accordance with Management Directive 2.3.

\*\*Headsets are more expensive than speakerphones and will be approved only on a case-by-case basis as in \* above.  
 Note: (1) Any exception to the above will be requested by the TCO to the Director, IRM, as in \* above.  
 (2) Excludes Commissioner and EDO offices and does not apply to emergency situations, such as nuclear incidents and other related activities.

\*\*\*Speakerphones not available for use in open work stations (Refer to "Telephone System Operations," in Part II of this handbook.

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**Exhibit 9**  
**NRC Form 15, "Employee Locator Notification"**

NRC FORM 15 (6-80)		U.S. NUCLEAR REGULATORY COMMISSION		DATE	
<b>EMPLOYEE LOCATOR NOTIFICATION</b>				<b>A. TYPE OF NOTIFICATION</b>	
				NEW EMPLOYEE	HOME ADDRESS CHANGE
INSTRUCTIONS: To be completed by an employee entering on duty or when there is a change in any of the following information.				NAME CHANGE	PAYROLL INFO CHANGE
				MAIL STOP CHANGE	HOME PHONE CHANGE
				WORK PHONE CHANGE	
<b>B. EMPLOYEE INFORMATION</b>	1. NAME (Last, First, and Middle Initial) (Maiden)			2. SOCIAL SECURITY NUMBER	
	3. ORGANIZATION (Office/Division/Branch)	4. BUILDING AND ROOM NO.	5. MAIL STOP	6. OFFICE TELEPHONE	
	7. HOME ADDRESS (Number and Street)			8. HOME TELEPHONE (Include Area Code)	
	9. CITY	10. STATE	11. ZIP CODE	12. COUNTY	
<b>C. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY</b>					
1. NAME		2. RELATION		3. TELEPHONE NUMBER(S) (Include Area Code)	
4. ADDRESS (Number and Street)		5. CITY		6. STATE	7. ZIP CODE
<b>D. PAYROLL INFORMATION</b> (Complete this information ONLY IF you want payroll information [e.g., W-2, NRC Form 709, "Earnings and Leave Statement," etc.] sent to an address other than your home address above.)					
1. ADDRESS (Number and Street or Post Office Box)		2. CITY		3. STATE	4. ZIP CODE
COMMENTS				COPY 1 - EMPLOYEE: SEND TO PAYROLL MNBB-11104	

NRC FORM 15 (6-80)



Exhibit 11

NRC Form 506, "Harmful Radio Interference Report"

NRC FORM 506 (7-88)				U.S. NUCLEAR REGULATORY COMMISSION		INSTRUCTIONS 1. Determine the source of interference, if possible. 2. Attempt to resolve the problem by contacting the station causing the interference or the nearest FCC District Office. 3. Report unresolved harmful radio interference to the Telecommunications Branch on this form by completing all items for which you can reasonably obtain information.	
HARMFUL RADIO INTERFERENCE REPORT							
1.	CALL SIGN	CHANNEL/ FREQUENCY	GEOGRAPHIC LOCATION	OPERATOR'S NAME	OFFICE AGENCY	PHONE NO.	DATE SUBMITTED
RECEIVING STATION REPORTING INTERFERENCE							
TRANSMITTING STATION AFFECTED BY INTERFERENCE							
1  DESCRIPTION OF INTERFERENCE	INTERFERENCE		PERIOD OF INTERFERENCE		OTHER INFORMATION MONITORED (i.e., call sign, music, foreign language, information discussed, etc.)		
	TYPE		FROM TO				
	VOICE						
	CONSTANT TONE						
	CHANGING TONE						
	STATIC						
	LEVEL						
	STRONG AND CONSTANT						
	STRONG AND FADES						
	LOW AND CONSTANT						
LOW AND FADES							
PERSON(S) CONTACTED (Name, Agency, and Telephone No.)				RESULTS OF CONTACT(S)			
HARMFUL RADIO INTERFERENCE: Any emission of radiation, or induction that endangers the functioning of a radionavigation service or of other safety services, or seriously degrades, obstructs or repeatedly interrupts a radiocommunication service.				NOTE: In the event the harmful interference cannot be resolved satisfactorily at the agency level, the matter may be referred by the Telecommunications Branch, Division of Computer and Telecommunications Services, Office of Administration and Resources Management, to the Inter-Agency Radio Advisory Committee, or to the National Telecommunications and Information Administration as appropriate, for assistance.			

NRC FORM 506 (7-88)

Volume 2, Computer Operations and Telecommunications Programs  
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## Exhibit 12

### NRC Form 386, "Telecopier Transmittal"

<b>NRC FORM 386</b> <small>(12-82)</small>		<b>U.S. NUCLEAR REGULATORY COMMISSION</b>		<b>DATE</b>  
<b>TELECOPIER TRANSMITTAL</b>				<b>TIME</b>  
<b>WARNING:</b> Most facsimile machines produce copies on thermal paper. The image produced is highly unstable and will deteriorate significantly in a few years. Reproduce copies onto plain paper prior to filing as a record.				
<b>TO</b>				
<b>NAME</b>  				<b>TELEPHONE</b>  
<b>NAME AND LOCATION OF COMPANY (if other than NRC)</b>  				
<b>TELECOPY NUMBER</b>  			<b>VERIFICATION NUMBER</b>  	
<b>FROM</b>				
<b>NAME</b>  			<b>TELEPHONE</b>  	<b>MAIL STOP</b>  
<b>TELECOPY DATA</b>				
<b>NUMBER OF PAGES</b>  			<b>PRIORITY</b>  	
<b>THIS PAGE + _____ PAGES = _____ TOTAL</b>			<input type="checkbox"/> <b>IMMEDIATE</b>	
			<input type="checkbox"/> <b>OTHER (Specify)</b>	
<b>SPECIAL INSTRUCTIONS</b>  				
<b>PROBLEMS</b>			<b>DISPOSITION OF ORIGINAL</b>	
If any problems occur or if you do not receive all the pages, call:			After telecopy has been sent, process the original as requested below. (If none are checked, the original will be discarded.)	
<b>TELEPHONE</b>  			<input type="checkbox"/> <b>RETURN TO SENDER</b>	
			<input type="checkbox"/> <b>CALL AND SENDER WILL PICK UP</b>	
			<input type="checkbox"/> <b>DISCARD</b>	
<b>PROCESSED BY (INITIALS)</b>  			<b>VERIFIED BY (INITIALS)</b>  	

NRC FORM 386 (12-82)

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**Exhibit 15**  
**Standard Form 14, "Telegraphic Message"**

**TELEGRAPHIC MESSAGE**

NAME OF AGENCY		PRECEDENCE ACTION INFO	SECURITY CLASSIFICATION
ACCOUNTING CLASSIFICATION	DATE PREPARED		FILE
FOR INFORMATION CALL			
NAME	PHONE NUMBER	TYPE OF MESSAGE <input type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS	
THIS SPACE FOR USE OF COMMUNICATION UNIT			
MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)			
TO:			
		SECURITY CLASSIFICATION	
PAGE NO.	NO. OF PGS.		

STANDARD FORM 14  
 REVISED 11-80  
 GSA FPMR (41 CFR) 101-35.304

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